

EMPLOYMENT OPPORTUNITY

1. RPA #	001-CSM (06-07)
ANALYST'S INITIALS	LLB
DATE	9/20/06

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE OFFICE TECHNICIAN (TYPING)	POSITION NUMBER 356-001-1139-xxx	TENURE PERMANENT	TIME BASE FULL -TIME	CBID R04
OFFICE OF Commission on State Mandates	LOCATION OF POSITION (CITY or COUNTY) Sacramento			MONTHLY SALARY \$2,598-\$3,157
SEND APPLICATION TO: Commission on State Mandates CSM Administration 980 – 9 th Street, Suite 300 Sacramento, CA 95814 ATTN: Victoria Soriano	REPORTING LOCATION OF POSITION 980-9 th Street, Suite 300, Sacramento			
	SHIFT AND WORKING HOURS DAYS - 8:00 AM – 5:00 PM			
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (916) 323-3562	PUBLIC PHONE NUMBER	POST & BID FILE BY: N/A	
	SUPERVISED BY AND CLASS TITLE Nancy Patton, SSM II (Asst Executive Director)			FILE BY 10/5/06

DUTIES

“Please call the above listed contact for the full duty statement”.

ESSENTIAL FUNCTIONS

All work to be accomplished in accordance with guidelines of the CSM, Government Code section 17500 et seq, and California Code of Regulations, Title 2, Division 2, Chapter 2.5, sections 1181 – 1189.10.

Performs following duties in order to assist CSM and CSM staff in meeting their statutory, and regulatory responsibilities:

Administrative Functions

To assist analysts with procurement and other office functions:

- Obtains bids, management approval for purchases, and places all purchase orders.
- Prepares invoices for all purchases.
- Maintains lists of all inventories, including supplies and equipment.
- Assists FPPC Filing Officer with FPPC filings.
- Processes travel expense claims.

Agenda/Hearing Preparation

In order to assist the CSM in preparing hearing agendas:

- Assists other staff in preparing agenda documents for hearing (copying, typing, formatting, proofreading, table of contents and tabs).
- Prepares and distributes monthly agenda notice, hearing binders, agenda calendar and consent calendar to members, staff, claimants, affected state agencies and interested parties.
- Confirms court reporters and IMS for pick-up and delivery.

CLASS TITLE	POSITION NUMBER	RPA NUMBER	FILE BY
Office Technician (Typing)	356-001-1139-xxx	001-CSM	10/5/06

ESSENTIAL FUNCTIONS (continued)

Back-up Receptionist

In order to Assist the primary office receptionist:

- Screens incoming telephone calls from the members, control agency, legislative staff, and the public, including claimants and their representatives using courtesy, diplomacy, and tact.
- Greets and directs visitors to the office.
- Responds independently to requests for information or makes referrals to appropriate staff.
- Schedules and sets up conference calls.

Records Functions

In order to maintain accurate files, claims data, and other records:

- Organizes fiscal files, and completes annual purge of those files.
- Maintains list of policies and procedures.
- Maintains correspondence manual.
- Prolaw data entries.

MARGINAL FUNCTIONS

General Office Functions

In order to provide general office support:

- Performs word processing, faxing, and copying.
- Scans documents for upload to website.
- Performs general maintenance of equipment, such as replacing cartridges and paper.
- Prepares outgoing documents for mailing.
- Makes frequent deliveries and pick-ups to/from various locations.
- Files incoming documents, and maintains files

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Modern office methods, supplies and equipment, business English and correspondence; principles of effective training.

Ability to:

Perform difficult clerical work; including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

SPECIAL REQUIREMENT

- Ability to type at a speed not less than 40 words per minute from ordinary manuscript or printed or typewritten material
- Ability to lift 25 pounds

DESIRABLE QUALIFICATIONS

- Ability to work independently and as a team member
- Ability to organize, set priorities, and meet deadlines
- Ability to maintain required job schedule
- Ability to focus attention on details
- Efficiency, conscientiousness, and professional

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Office Technician (Typing)	356-001-1139-xxx	001-CSM	10/5/06
<p>ADDITIONAL QUALIFICATIONS</p> <ul style="list-style-type: none"> • Education equivalent to completion of the twelfth grade <p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none"> • Ability to utilize tact and good judgment • Ability to receive and follow directions and supervision <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Busy professional office environment with frequent deadlines • Frequent daily use of a personal computer and related peripherals at a workstation. • May require travel, occasionally overnight (1 or 2 nights), to attend job-related training. <p>SELECTION CRITERIA</p> <ul style="list-style-type: none"> • Submit applications by U.S. Mail to the address above. • Applications will be evaluated and interviews may be scheduled. • Consideration will be given to candidates with list eligibility as well as those eligible for a lateral transfer. • SROA and SURPLUS candidates are encouraged to apply. • If selected for the position, you will be required to provide a copy of a valid typing certificate (40 wpm) prior to appointment. 			